

*Online Access to Shielded Peace Order and Protective Order Proceedings for Victim Service Providers*

**APPLICATION FOR CERTIFICATION**

Due: February 3, 2023

For Certification Period: March 1, 2023 – February 28, 2026

Organization:

Address:

Phone #:

Fax#:

Website:

Authorized Official:

Title:

Phone #:

Email:

Please submit with this Application an attachment that fully discloses and describes your organization's internal policies, procedures, and training practices relating to its employees' and representatives' handling of confidential information.

My organization is (circle one or more):

1. A State-designated domestic violence shelter
2. A full service rape crisis center
3. A Maryland Legal Services Corporation grantees identified by the Maryland Network Against Domestic Violence or the Maryland Coalition Against Sexual Assault as an entity that provide services to victims
4. A nonprofit or governmental entity that does not fit into the above categories

If your organization is in the final category above, please also submit additional attachments that provide the following information and materials. You do not need to provide the following materials if you meet one of the first three criteria.

- I. An overview of the organization's services, target population(s), history, budget and staff structure.
- II. An explanation as to why online access to otherwise shielded peace and protective orders is critical to the organization's operations and how the requested access will serve target population(s).
- III. The names, titles, and job descriptions of the organization's employees and representatives who may be permitted online access should the organization be certified.
- IV. At least one letter of support from a State agency or victim services provider.
- V. Any other information the organization deems pertinent to its application.

By submitting this application, I hereby agree, on behalf of this organization, that should the organization be certified and, therefore, permitted online access to otherwise shielded peace and protective orders, this organization will:

1. Immediately advise the Governor's Office of Crime Prevention, Youth, and Victim Services and the Administrative Office of the Courts whenever it becomes aware of any facts evidencing a misuse of online access by its employees or representatives; and
2. Fully cooperate with the Governor's Office of Crime Prevention, Youth, and Victim Services and the Administrative Office of the Courts whenever either agency seeks information relating to an alleged misuse of online access by the applicant's employees or representatives.

The organization further understands that any improper conduct by its employees or representatives relative to online access may result in a number of sanctions, including but not limited to the decertification of the organization by the Governor's Office of Crime Prevention, Youth, and Victim Services.

\_\_\_\_\_  
(signature of Authorized Official)

\_\_\_\_\_  
(date)